

ORDINANCE NO. \_\_\_\_\_

An ordinance creating the positions of Environmental Compliance Supervisor and Water Quality Supervisor.

WHEREAS, Section 12.10 of the Metropolitan Charter provides that newly created positions within the Metropolitan Government shall be approved by ordinance; and,

WHEREAS, the Director of Human Resources has recommended to the Civil Service Commission the need to create the positions of Environmental Compliance Supervisor and Water Quality Supervisor; and,

WHEREAS, the Civil Service Commission has approved the need to create these new positions; and,

WHEREAS, the Metropolitan County Mayor agrees with this recommendation.

NOW, THEREFORE, BE IT ENACTED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1: There is hereby created the following positions in the classified service. (A copy of the job description for each classification is attached and is incorporated into this Ordinance as if fully set out herein.)

<u>Classification</u>	<u>Class Number</u>	<u>Grade</u>
Environmental Compliance Supervisor (Ex. A)	11085	OR06
Water Quality Supervisor (Ex. B)	11086	OR06

Section 2: This Ordinance shall take effect from and after its passage, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

RECOMMENDED BY:

INTRODUCED BY:

\_\_\_\_\_  
Shannon Hall, Director  
Metropolitan Department of Human Resources

\_\_\_\_\_  
William H. Farmer, Chairman  
Metropolitan Civil Service Commission

\_\_\_\_\_  
Member(s) of Council

APPROVED AS TO AVAILABILITY  
OF FUNDS:

---

Kevin Crumbo, Director  
Metropolitan Department of Finance

APPROVED AS TO FORM  
AND LEGALITY:

---

Metropolitan Attorney

APPROVED AND RECOMMENDED TO THE  
METROPOLITAN COUNTY COUNCIL FOR  
ADOPTION:

---

John Cooper  
Mayor  
Metropolitan Government of Nashville  
and Davidson County

## **Exhibit A**

### **ENVIRONMENTAL COMPLIANCE SUPERVISOR**

**CLASS NUMBER:** 11085

**GRADE:** OR06

**EEO CATEGORY:** Officials/Administrators

**FLSA:** Exempt

### **JOB OBJECTIVE**

Supervises and organizes environmental monitoring activities and the Industrial Compliance Team and/or special projects teams. Provides technical and administrative support to the management, consultants, industries, and other government agencies with respect to all aspects of pretreatment programs, environmental assessment, and pollution control. May assist in conducting detailed research studies affecting environment and water analysis procedures. Performs related duties as required.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Supervises employees and/or programs in Laboratory/Compliance sections.

- Assigns and reviews work.

- May approve leave requests.

- Monitors employee work progress.

- Evaluates employee performance.

- Counsels with and corrects employees as needed.

- Trains employees.

Directs, oversees and may participate in sampling activities.

- Reviews work of subordinates to ensure that representative samples are being taken.

- Reviews activities and processes pertaining to sampling to ensure efficiency and safety.

Directs, oversees and may perform sampling, monitoring and evaluating environmental conditions.

- Reviews reports and analyses or their findings as reported by subordinates.

- Ensures that customers are consulted on results.

- Ensures that follow-ups are scheduled for each survey customer.

May evaluates and establishes corrective measures for treatment plant upsets and EPA action level violations.

Oversees the review of analyses monitoring environmental compliance.

- Oversees and may perform the review of environmental impact assessments.

- Oversees and may perform the review of field investigations of illegal discharges of toxic and/or explosive substances to the collection system and/or environment.

- Oversees and may perform the review of waterways surveillance, surface water sampling and other streams.

Instructs and trains personnel in proper monitoring procedures, operator training courses, safety programs, and special studies procedures.

Keeps informed of new technology and procedures used in water and wastewater analyses.

### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

Supervises employees and /or programs in a specific section or performing a function within a laboratory.

Receives direction and reports to an environmental program manager.

### **WORKING ENVIRONMENTAL/PHYSICAL DEMANDS**

Work is performed in a laboratory or field environment, and involves moderate risks or discomforts which require special safety precautions, e.g., working under extreme outdoor weather conditions, hazardous or irritant chemicals and biological organisms, etc. May be required to use protective clothing or gear such as masks, coats, goggles, gloves, or shields.

Requires some physical exertion such as walking, climbing, bending, stooping, stretching, or similar activities. After hours and weekend work may be required.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree in Biology, Chemistry, Environmental Science, or a related field from an accredited college or university, five (5) years of increasingly responsible experience in the area of chemical, biological, or environmental science and one (1) year experience leading or supervising employees in an industrial environment.

\*\*\*\*\*

No Substitution

### **PERFORMANCE STANDARDS**

Detailed knowledge of State and Federal regulations affecting water analysis and lab inspection standards.

Detailed knowledge of advanced sampling and testing procedures used to maintain water waste-water standards.

Detailed knowledge of the principles of bacteriology.

Thorough knowledge of safety precautions used in laboratory and field analysis.

Thorough knowledge of computer data entry procedures and programs used in water analysis.

Thorough knowledge of water and waste water treatment process and facilities.

Thorough knowledge of instruments and/or equipment and their proper functions.

Knowledge of Civil Service and departmental rules, policies, and procedures.

Ability to accurately evaluate test results and calculations.  
Ability to evaluate violations associated with water, wastewater, and/or stormwater codes  
Ability to inspect industries for compliance and pretreatment requirements.  
Ability to follow up corrective actions imposed against violators.  
Ability to handle and respond to emergency situations.  
Ability to compile and analyze data and check for accuracy.  
Ability to write detailed technical reports.  
Ability to supervise, train, and direct employees.  
Ability to establish and maintain effective working relationships.

### **LICENSES REQUIRED**

Valid Driver License may be required for some positions in this classification.

**Date Approved:** 03/10/2020  
**Date Effective:** 07/01/2020  
**Date Revised:**

## **Exhibit B**

### **WATER QUALITY SUPERVISOR**

**CLASS NUMBER:** 11086

**GRADE:** OR06

**EEO CATEGORY:** Professionals

**FLSA:** Exempt

#### **JOB OBJECTIVE**

Supervises and coordinates the activities of laboratory personnel and/or programs in the performance of complex testing and analysis of water and wastewater samples. Evaluates test results to assure compliance with State and Federal regulations. Performs related duties as required.

#### **JOB DESCRIPTION**

##### **MAJOR JOB RESPONSIBILITIES**

Supervises employees and/or programs.

- May approve leave requests.

- Assigns work and monitors employee progress.

- Evaluates employee performance.

- Counsels with and corrects employees as needed.

Directs, coordinates and participates as needed in the water analysis process.

- Conducts stream studies.

- Collects and analyzes samples from private residences, industries, and water and sewer distribution systems.

- Coordinates and participates as needed in environmental impact studies.

- Identifies organisms in collected samples.

- Performs all tests to determine water quality.

- Reports test results and/or violations of regulations.

- Modifies and devises laboratory test procedures.

- Investigates problems and complaints concerning water quality and pretreatment violations.

- Monitors industries for pretreatment compliance procedures.

- Advise industries on environmental concerns.

- Notifies appropriate authorities of compliance violations.

- Reviews and interprets new regulations affecting analysis procedures.

- Performs quality control checks of laboratory and plant equipment and personnel.

- Prepares environmental impact studies.

May delegate, oversee and/or participate in determining the quality, potability and safety of all water sources

- Analyzes water, wastewater, and pre-treatment samples using instrumental techniques; including Gas Chromatography and Atomic Absorption test methods.

- Performs associated quality control check samples.

- Performs appropriate performance standards for lab certification. (State and Federal)

Reports test results and/or violations of regulations.  
Operates, calibrates, and maintains instrumental equipment.  
Perform routine maintenance procedures for instrumentation.  
Examines findings and makes appropriate recommendations.

Delegates, oversees and may perform the monitoring of tests and test results to determine water quality.

Coordinates programs to monitor industries for pretreatment compliance procedures.

May investigate unusual or complex problems and complaints concerning pretreatment violations.

Reads and interprets data and reports results and draws appropriate conclusions.

May delegate and/or perform administrative duties such as the following:

Daily, monthly, quarterly, and annual reports.

Advises industries of environmental concerns as necessary.

Assigns employees to investigate problems and complaints concerning water quality.

Attends various departmental meetings.

Compiles data and reports results of investigations to appropriate personnel.

### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

Supervises employees and/or programs in a specific section or performing a function within the laboratory.

Employee receives direction and reports to an Environmental Laboratory Manager, who is consulted on complex or unusual matters.

### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

The employee works in a laboratory or field environment that involves moderate risks or discomforts which require special safety precautions, e.g. working under extreme outdoor weather conditions, hazardous or irritant chemicals and biological organisms, etc.

Employees may be required to use protective clothing or gear such as masks, coats, goggles, gloves, or shields.

The work requires some physical exertion such as walking, climbing, bending, stooping, stretching, or similar activities. Overtime and weekend work may be required.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree in Biology, Chemistry, Environmental Science, or a related field from an accredited college or university, five (5) years of experience in water or wastewater analysis and one (1) year experience leading or supervising employees in an industrial environment.

\*\*\*\*\*

## **No Substitution**

### **PERFORMANCE STANDARDS**

Thorough knowledge of State and Federal inspection requirements for laboratories.  
Thorough knowledge of advanced sampling and testing procedures used to maintain water and wastewater standards.  
Detailed knowledge of the principles of bacteriology.  
Detailed knowledge of laboratory and field safety precautions.  
Thorough knowledge of computer data entry procedures used in water analysis.  
Thorough knowledge of instruments and equipment and their proper functions.  
Ability to accurately evaluate test results and calculations.  
Ability to devise and execute corrective actions for problems affecting water and wastewater.  
Ability to compile data into the designated format.  
Ability to conduct investigations concerning water quality.  
Ability to interpret and implement new test procedures.  
Ability to expertly perform maintenance inspections on equipment and/or instruments.  
Ability to supervise, direct and train employees.  
Ability to establish and maintain effective working relationships.  
Ability to expertly operate computer driven instrumentation for metals analyses.

### **LICENSES REQUIRED**

Valid Driver License may be required for some positions in this classification.

**Date Approved:**       **03/10/2020**  
**Date Effective:**       **07/01/2020**  
**Date Revised:**